



ISCALAINST 11101.2E

INTEGRATED SUPPORT COMMAND ALAMEDA INSTRUCTION 11101.2E

Subj: SAN FRANCISCO BAY AREA HOUSING ASSIGNMENT POLICY

Ref: (a) U.S. Coast Guard Housing Manual, COMDINST M11101.3 (series)
(b) COMDT (G-CCS) memo of 19 Nov 2002
(c) San Francisco Bay Area Housing Manual, ISCALAINST M11101. 1 (series)
(d) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series)

1. PURPOSE. To provide policy and issue instructions implementing the provisions provided in references (a) and (b), which govern the assignment of personnel to Military Family Housing (MFH), Unaccompanied Personnel Housing (UPH) and Unaccompanied Senior Quarters (USQ) controlled by Commanding Officer, Integrated Support Command Alameda (ISCA).
2. ACTION. Commanding Officers and Officers-in-Charge shall ensure all interested personnel are aware of the contents of this instruction. Personnel who qualify for Coast Guard housing shall submit their applications in accordance with enclosure (1) or (2).
3. DIRECTIVES AFFECTED. San Francisco Bay Area Housing Assignment Policy, ISCALAINST 11101.2D is cancelled.
4. DISCUSSION. ISCA provides family and unaccompanied quarters to qualified enlisted and officer personnel assigned to the San Francisco Bay Area. It is the policy of ISCA to provide equal housing opportunity for all personnel assigned to afloat and shore commands; not discriminate because of race, color, religion, national origin, gender or disability; make assignments as quickly as possible to realize maximum benefit to MFH/UPH/USQ and to minimize costs attributable to change of occupancy. Assignments to MFH/UPH/USQ should only be made when a service member has 6 months or more remaining on the current tour of duty; establish bedroom entitlement based on family size and composition and establish proper application control date; provide the best possible information to applicants concerning quarters availability and estimated waiting times prior to, or upon arrival in, the San Francisco Bay Area.

INTEGRATED SUPPORT COMMAND ALAMEDA INSTRUCTION 11101.2E

5. RESPONSIBILITY. ISCA is responsible for the administration, assignment, utilization and operation of military housing at Alameda, Concord, Novato and Yerba Buena Island (YBI). Specific assignment and utilization procedures for MFH/UPH/USQ are set forth in enclosures (1) and (2). Occupancy regulations governing MFH/UPH/USQ are provided in reference (c), the handbook for MFH/UPH residents.

ROBERT V. PALOMBO

Encl: (1) Procedures for Assignment and Utilization of MFH
(2) Procedures for Assignment and Utilization of UPH/USQ

Dist: Per ISCALAINST 5215.1D

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| 1. Housing Objective | The primary objectives for Coast Guard owned Military Family Housing (MFH) in the San Francisco Bay Area are to provide quality housing for Bay Area eligible personnel and to maintain a 95% or higher occupancy rate in accordance with reference (a). While this instruction explains the local assignment procedures that will generally be followed, the Commanding Officer of ISC Alameda can make exceptions at any time in order to meet the occupancy goal or in special circumstances. |
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| 2. Adequate Public Quarters | The Secretary of Homeland Security has designated all MFH under the management control of ISC Alameda as adequate public quarters. Basic Allowance for Housing (BAH) is forfeited by personnel assigned to MFH in accordance with reference (d). |
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| 3. Mandatory Release From MFH | A <u>mandatory</u> written release from MFH is required for all members with families prior to receiving BAH at the new duty station. <i>If MFH is not at 95% occupancy a release to receive BAH will not be given and occupancy of MFH will be required, regardless of rank or duty station.</i> All Coast Guard members with families arriving to the San Francisco Bay Area who wish to live on the economy and will not initially be approved to do so, may go on a wait list by filling out a "Written Release From Mandatory Assignment to Military Family Housing". Only the Alameda Local Housing Officer may approve a release from mandatory assignment. The release form is available from the Alameda Housing site at (510) 769-0831. |
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| 4. Eligibility | <p>Personnel must meet the following criteria to be eligible for Alameda, Concord, Novato or Yerba Buena Island (YBI) housing.</p> <p>a. <u>Military Status</u>:</p> <ul style="list-style-type: none"> (1) Active Duty Coast Guard, or; (2) Coast Guard Reservist on active duty for more than 1 year, or; (3) Active Duty Department of Defense member if an Inter-Service Support Agreement (ISSA) for housing is in place. <p>b. <u>Assigned to Local Command</u>. Applicants must be permanently assigned to a command located within a one-hour commute of either the Alameda, Concord, Novato or Yerba Buena Island housing areas.</p> <p>c. <u>Time Remaining at Duty Station</u>. Applicants must have at least 6 months remaining on their current tour or must have Permanent Change of Station (PCS) orders to a local command before an application can be submitted. Request for waivers to this policy must be submitted to the ISC Alameda Local Housing Authority (LHA).</p> <p>d. <u>Bona Fide Family Members</u>. Military personnel, with accompanying bona fide family members, in pay grades E-1 and above are eligible for MFH. Accompanying bona fide family members are considered to be those family members who have received dependency status approval and who will reside with the sponsor for 183 days or more. To be eligible for MFH, a married or unmarried member of the uniformed services must have a legal bona fide family member who will reside with him/her. The term "bona fide family member" is defined as the military member's:</p> <ul style="list-style-type: none"> (1) Spouse; |
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4. *Eligibility*
(cont'd)

- (2) Unmarried child (including a stepchild or an adopted child who is in fact a bona fide member of military member's family) who is either under 21 years of age, or is incapable of self-support because of mental or physical condition and is in fact dependent on the member for over one-half of his or her support, or is unmarried, under 23 years of age and pursuing a full-time course of education and dependent upon the member for over one-half of his or her support;
 - (3) Parent (including a step-parent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before he or she became 21 years of age) who is in fact dependent on the member for over one-half of his or her support and actually resides in the member's household.
- e. Member-to-Member Collocated Without Dependents. When both husband and wife are members of the Uniformed Services with no other bona fide family members and are stationed or home-ported at the same or adjacent military installations, the following provisions apply:
- (1) Both Officer or Both Enlisted – Assignment to public quarters will be based upon what both members jointly decide. When assigned to MFH neither member is entitled to the BAH.
 - (2) One Enlisted and One Officer - Assignment will be made to the officer. When assigned to MFH, neither member is entitled to BAH.
- f. Member-to-Member **Not Co-located** Without Dependents. When both parties are members of the Uniformed Services, with no other bona fide family members, and *are not stationed* at the same or adjacent installations within the same geographic area, they are not eligible for assignment to MFH. They would become eligible for assignment upon official notification of co-location.
- g. Single Parent Members. An individual service member who is unmarried, divorced, separated or widowed, and is accompanied by bona fide family member(s) as defined in paragraph 4.d, is eligible for assignment to MFH. Divorced or separated members must have legal and physical custody of bona fide family member(s) for 183 days or more. A single parent who requires a live-in childcare provider must submit a written request. Normally, such requests are approved only in cases involving service members attached to commands afloat or those with unusual work hours that would make routinely available child care impractical or other unique circumstances. Written requests shall be submitted via the service member's Commanding Officer and must be addressed to the appropriate housing office.
- h. Single Pregnant Service Member. Unmarried pregnant service members may apply and be placed on the waiting list for MFH upon certification of pregnancy. A birth certificate and verification of bona fide family member status will be required upon birth of the child.
- i. Civilian Personnel. Civilian personnel will normally be expected to rely on the surrounding civilian communities for housing support; however, Commandant (G-WPM-4) may designate public quarters for civilian occupancy. Civilian employees who desire to utilize quarters in Alameda, Concord or Novato should submit a written request to Commandant (G-WPM-4) via the ISC Alameda Local Housing Authority. Civilians occupying any type of Coast Guard MFH will pay rent charges as prescribed in Enclosure (15) of reference (a).

5. Assignment Criteria

- a. Representational Facility. Flag Officers will be assigned to specific quarters set aside for the incumbents of those billets per reference (a).
- b. Billet Quarters. Designated quarters may be set aside for assignment to a specific non-flag billet.
- c. Key and Essential Personnel. Designated incumbents of key and essential billets may be assigned to quarters without regard to the waiting list.
- d. O-6/Senior Officer Quarters: Coast Guard Captains will be assigned to quarters using the priorities below. Bedroom qualifications will then be used to determine which unit is received.
 - **Priority 1** - Commanding Officers (O-6) Afloat by seniority.
 - **Priority 2** - Commanding Officers (O-6) Shore Commands by seniority.
 - **Priority 3** - All other O-6s by seniority.

Seniority as published in COMDTINST M1427.7T, Register of Officers.

e. All Quarters on Sunset Drive, South Circle and Casa Grande in Novato and Quarters 8, 9 and B on YBI are designated as O-6 Housing.

f. Since O-6 billet assignments are issued at the same time, members will be assigned homes (or released from mandatory housing if the occupancy rates have been met) in the precedence stated in paragraph 5.d. For the remaining pool of O-6 members awaiting housing assignment, a slate will be developed to best meet the collective needs of each member. Final assignments will be approved by CO, ISC Alameda.

6. Bedroom Entitlements

- a. Bedroom Qualifications. Personnel are assigned MFH based on family size and composition and paygrade (Note: bedroom qualifications based on paygrade are dependent on inventory and local conditions).
- b. Bedroom Eligibility Based on Family Composition. The number of bedrooms a service member is entitled to is based on the following:
 - No child will share a bedroom with the parent(s).
 - No child will share a bedroom with another child.
 - Married bona fide family member dependent parents will be assigned one bedroom.
 - A person not qualifying as a bona fide family member, such as a foster child, will not be considered when assigning MFH assets, either in regard to overall house size or the number of bedrooms made available.
 - A bona fide family member/wife who is pregnant may be claimed as two dependents for the purpose of placement on a waiting list.

Note: Custody of children from a prior marriage or relationship must be established by court documents or other approved document(s).

6. <i>Bedroom Entitlements (cont'd)</i>	Number of Bona Fide Family Members (Excluding Spouse)	Bedroom Entitlement
	None	2
	One	2
	Two	3
	Three or More	4

e. Bedroom Eligibility Based On Grade. Bedroom eligibility based on paygrade is as follows:

- (1) Senior Officers (O-6 and above) are eligible for a minimum of four bedrooms *if available*.
- (2) Field Grade Officers (O-4 and O-5) are eligible for a minimum of three bedrooms *if available*.
- (3) Chief Warrant Officers (W1-W4) and Senior Enlisted Personnel (E-7 through E-9) *may be* eligible for assignment to a three-bedroom unit regardless of family size.

f. Election to Occupy unit with fewer bedrooms. A sponsor may elect to be placed on a waiting list for housing with one or two bedrooms less than that for which he/she is qualified provided safety is not a factor. If the sponsor elects to accept lesser accommodations after the original request for quarters, the new control date for placement on the waiting list will be the date of the most recent request. Personnel accepting assignment to smaller quarters than eligible for will not be permitted to reapply for larger quarters at a later date unless their current family composition changes and available housing inventory permits.

g. Dependent Care Provider. Personnel assigned to MFH *may* have a non-dependent reside in the housing unit to care for a member's dependent. This option is available only if, because of designation or excess inventory, a member is assigned to or requests a unit exceeding their minimum bedroom requirement. Only one non-dependent may reside in the quarters for this purpose. Written approval is required for this arrangement from the MLCPAC Housing Program Coordinator. All requests should be submitted to the ISC Alameda LHA.

7. Applying For MFH

a. When to Submit an Application. Applications may be submitted at any time following receipt of Permanent Change of Station (PCS) orders to the San Francisco Bay Area, or notification of change of homeport or temporary duty in excess of 6 months. A copy of orders showing detachment date and a certification of bona fide family members must accompany applications. Examples of bona fide family members certification documents are CG-4170A Dependency/Emergency Data and SGLI Validation, NAVPERS 1070/602, Record of Emergency Data/Dependency Application (Page 2), a NAVCOMPT 3072, Dependency Action Status; or a DD 1172, Application for Uniformed Services Identification Card (DEERS Enrollment).

7. *Applying For MFH (cont'd)*

- b. Application for Housing. Complete an "Application For Assignment to Military Housing" form CG-5267. A DD Form 1746 "Application for Assignment to Housing" for DOD members is acceptable. Utilize the steps located on the next page when submitting an application for quarters controlled by ISC Alameda:

Step	Action
1	<p>Determine if you desire MFH.</p> <p>A <u>mandatory</u> written release from MFH is required for all members with families prior to receiving BAH at the new duty station. <i>If MFH is not at 95% occupancy a release to receive BAH will not be given and occupancy of MFH will be required, regardless of rank or duty station.</i></p>
2	<p>Locate form CG-5267, <i>Application for Assignment to Military Housing</i>. The form is available on CG standard workstations or on the Internet at:</p> <p>www.uscg.mil/mlcpac/iscalameda/pers/housing</p> <p>Contact the ISC Alameda Housing Office at (510) 769-0831 if you are not able to locate a CG-5267. A housing office representative will mail or fax a form to you.</p>
3	<p>Complete the CG-5267.</p> <p><input type="checkbox"/> BLOCK 16A: If applicable, list dependents with special needs. The housing office will contact you to assess your MFH needs.</p> <p><input type="checkbox"/> Write the following statement at the bottom of your CG-5267:</p> <p>"Desire housing at _____" (Choose one – Alameda/Concord/Novato/No Preference. <u>If this statement is missing it will be assumed that you have no housing site preference</u>)</p> <p><input type="checkbox"/> Obtain a copy of your orders and Dependency/Emergency Data and SGLI Validation, CG-4170A.</p>
4.	<p>Either fax or mail all forms in Step 3 to the ISC Alameda Housing Office.</p> <p>FAX: 510-769-0831</p> <p>Mail to: ISC Alameda Housing Office 99 Mosley Ave Alameda, CA 94501</p> <p>Confirmation: The Housing Office will call to confirm receipt of your application within 3 working days if faxed and 10 working days if the application was mailed. Contact the ISC Alameda Local Housing Office at (510) 769-0831 if you do not receive a call.</p>

8. Control Date

- a. Effective Date of Application (Control Date). Unless otherwise specified below, the control date for placement on the waiting list will be the member's date of detachment from their last permanent duty station. The applicant must confirm his/her advance application within 30 calendar days of reporting to the new permanent duty station to obtain the detachment date as the control date. If application for housing is not made or confirmed within 30 calendar days of reporting to the San Francisco Bay Area command, the control date will be the date the application is received or personally submitted. A member without a previous permanent duty station will have a control date as of the report date to the new duty station provided the member applies for housing within 30 days of reporting. Control dates do not apply to O-6 Housing assignments as set forth in Section 5.
- b. Sponsors of Equal Bedroom Eligibility With the Same Control Date. In case of sponsors of equal grade and date of rank, the member with the least length of service will precede the other on the waiting list. When sponsors are of unequal grade, the more junior member will take precedence.
- c. Special Control Dates.
 - (1) Home Port Change. Personnel attached to commands afloat that have received official notification of change of homeport to the San Francisco Bay Area may apply for quarters. The control date for placement on the waiting list will generally be: the date the home port change certificate was prepared (or message released) providing application is made within 30 calendar days of reporting to the installation. Personnel who married/acquired dependents after the date the message was released are not eligible to be backdated if they had no other dependents; therefore, their eligibility date will be the date of application.
 - (2) Unaccompanied Overseas Tour. For members returning PCS from an involuntary unaccompanied tour, or from assignment to ships operating in an arduous sea duty situation, to an accompanied tour, the control date will be the date of detachment from the last accompanied PCS tour.
 - (3) Special Needs Members (or also known as Exceptional Family Members). Family members designated with the highest need of special care are severely handicapped or have a severe medical condition and permanency in living arrangements is desirable. Control dates for initial applications for sponsors with family members in this category will be placed directly below the freeze zone. Personnel being assigned under this category are ***not permitted to choose a site***. Assignments are made at the discretion of the Local Housing Authority to those sites where the impact is minimal on personnel currently waiting for assignment. Once a Special Needs family has been assigned to MFH, they are not automatically eligible for priority relocation when they have a change in status such as family composition or pay grade. Requests for priority relocation should be submitted in writing via the service member's command to the appropriate housing office.
 - (4) Personnel graduating from boot camp, or without a previous duty station, will receive their report date as the control date provided application is made within 30 days of arrival at the new duty station or within 30 days of report date.

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- 9. Operation of Housing Waiting List**
- a. Housing Assignment List. A housing assignment list is maintained for each housing area designation and number of bedrooms (two, three, and four) as housing inventory permits.
 - b. Freeze Zone. The relative position of the top ten percent of personnel on each waiting list will be stabilized and not altered by placing new arrivals within the top ten percent regardless of rank/rate or duty assignment, except in the case of designated key and essential billets, or special priority assignments. Incumbents of designated key and essential billets are placed at the top of the freeze zone without displacing personnel who have received a firm commitment for housing assignment. Where anticipated assignment to MFH for personnel on the waiting list is scheduled to occur within 60 days, the freeze zone may be extended beyond the top 10 percent to include such personnel.
 - c. Placement on Waiting List. An applicant may place his/her name on the waiting list for one housing site only (Alameda, Concord, Novato). Applicants will be given 30 days to change the area selected from the date application is received. After the 30 day period, an applicant who changes his/her area selection will be given a new application control date, effective the date of change.
 - d. Deferral. One deferral (for a period normally not to exceed one year) will be permitted for such reasons as civilian lease commitments, deployment, family not in area, or other reasons that constitute a hardship.

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- 10. Operation of BAH Waiting List**
- Personnel who wish to live on the economy and were not initially approved to do so, will go on a wait list with a "control date" of the date and time the "Written Release From Mandatory Assignment to Military Family Housing" form is received by the Alameda Housing Office. Releases will be given based on this wait list, starting from position number 1, then position number 2, etc. Releases can only be given if occupancy in MFH is at 95% and the member has lived in MFH for at least one (1) year. Only the Alameda Local Housing Officer will approve a release from MFH. The release form is available from the Alameda Housing site at (510) 769-0831.

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- 11. Housing Waiting List**
- a. Priority for All Personnel. All housing sites under the control of ISC Alameda will utilize the following assignment priorities with the exception of designated officer quarters located at the Novato Housing site. Both officers and enlisted personnel can apply for housing at all sites.

Priority 1	All Sites: Key and essential service members, including special command positions and certain ISC Staff as designated by the Commanding Officer of ISC Alameda.
	Novato Only: Personnel assigned to Station Golden Gate and Strike Team.
Priority 2	All other service members, including DoD members with an established ISSA.
Priority 3	Relocations

11. *Waiting List (cont'd)* b. Novato Designated Officer Quarters. The following non O-6 assignment priorities apply to the designated officers quarters located at the Novato Housing Site.

Novato 3-Bedroom Detached Homes	Priority 1A	3-BR qualified officers assigned to the Strike Team, Novato ISC Staff or Station Golden Gate and 3-BR qualified O5s assigned afloat.
	Priority 1B	3-BR qualified O5s
	Priority 1C	All other CG 3-BR qualified officers.
	Priority 2	DoD with an established ISSA.
	Priority 3	Relocations
Novato 4-Bedroom Detached Homes	Priority 1A	4-BR qualified officers assigned to the Strike Team, Novato ISC Staff or Station Golden Gate and 4-BR qualified O5s assigned afloat.
	Priority 1B	4-BR qualified O5s
	Priority 1C	All other CG 4-BR qualified officers.
	Priority 2	DoD with an established ISSA.
	Priority 3	Relocations

- c. Member Application Validation. Housing applicants will be required to renew their application six months after the control date of application and every six months thereafter until housed. Renewal may be done in person, by telephone, or by written communication from the service member or someone in his/her immediate family. Failure to renew the application will result in cancellation. The applicant will be permitted one reinstatement without penalty after cancellation, provided the applicant contacts the Housing Office to request it within one year of cancellation date. Requests to be reinstated to a different waiting list than the one they were cancelled from will result in a new application control date.
- d. Removal From List. Applicants may voluntarily request to remove their name from the waiting list; however, should they wish to reapply their control date will be the date of new application.

11. <i>Waiting List</i> (cont'd)	e. <u>Change to Family Composition</u> . Applicants are required to update their application whenever there is a change in family composition, duty station, rank, projected rotation date, home address or telephone number. Failure to do this could result in delay of assignment to quarters. In this situation, the top ten percent of the waiting list ("freeze zone") will remain stabilized. Applicants who would, by virtue of application date, normally fall within the ten percent will be placed directly below the top ten percent. In all cases, members will normally be required to have twelve months duty time remaining at their current installation before an assignment to quarters is made.
12. Minimum Occupancy Requirement	Acceptance of a MFH unit is with the understanding the member and his/her family will be required to occupy the quarters for a period of at least one year from the date of acceptance. Waivers to receive BAH and move onto the economy will not be granted if this one-year requirement has not been met (exceptions will be considered for home buyers). Members in receipt of Permanent Change of Station (PCS) or separation orders are exempt from this policy.
13. DoD Housing	DoD housing is available on a case-by-case basis for members assigned to Station Vallejo at Travis Air Force Base. Any Coast Guard member who desires housing with another federal service must first contact the Alameda Local Housing Office for approval prior to obtaining housing to ensure a current agreement with that service is in place.
14. Relocations After Assignment	<p>a. <u>Criteria</u>. Once an applicant has been assigned to the quarters of his or her choice, he/she will not be permitted to request placement on a waiting list for transfer to other government quarters unless the following circumstances exist:</p> <ul style="list-style-type: none"> (1) Upon change in family composition affecting size of unit for which qualified. Relocation is at member's option and member's expense. (2) Documented medical condition precluding a family member from remaining in current quarters. <p>b. <u>Application</u>. All applicants meeting the eligibility requirements for relocation must complete new housing applications and submit them with a copy of orders, verification of bona fide family members and any medical documentation if applicable. Application control date will be the date of new application. The waiting time will depend on the site for which they qualify and choose to apply. Relocation is not immediate.</p> <p>c. <u>Unannounced Inspection</u>. Applicants requesting reassignment of quarters will be required to pass an unannounced housekeeping inspection. Failure to pass a housekeeping inspection will result in cancellation of the reassignment application. Applicants will not be permitted to reapply unless they are requesting reassignment based on a change in family composition. However, re-application may not be made for six months following the failed housekeeping inspection. When an applicant again requests reassignment, another housekeeping inspection will be required. If the inspection is failed, the application will be canceled and the applicant will not be permitted to reapply.</p>

14. *Relocations After Assignment (cont'd)*

- d. Number of Days to Relocate. An applicant will normally be allowed seven calendar days to relocate from one set of quarters to another. Longer dual occupancy will result in the member being charged a daily occupancy rate of their prorated BAH.
- e. No Cost to Government. Relocations at the request of a resident will be at his/her own expense. In all cases service members must have twelve months duty remaining at their current command or installation when reassigned.

15. **Selecting Quarters**

- a. Selection Procedure. Applicants will be given a choice of two units when they reach the top of the waiting list for the housing area they selected. Wherever possible, the applicant will be offered the two units at the same time. If only one unit is available, the applicant may decline that unit without penalty. However, the next unit offered must be accepted or the application will be canceled. The applicant will be given the address or addresses of the unit or units, normally not more than 35 days prior to expected move in. The name and telephone number, if any, of the current resident of a home will be provided only if the current resident grants permission to do so. The applicant must contact the Housing Office within 24 hours after the offer to accept or decline. Failure to contact the office within the 24-hour period will result in cancellation of the application. There is no guarantee the applicant will be able to see the inside of the offered units.
- b. Notice. Regardless, the applicant will still be required to accept or decline as outlined above. Personnel will be provided with 30 days advance notice of availability of MFH in order to permit them to provide an appropriate 30-day written notice to their current landlords. The applicant would be required to occupy the military home after that 30-day period or forfeit BAH. If the member desires to reapply, the new control date will be the date of the new application.
- c. Limitations. Anyone wanting to remain on a waiting list in order to specify a particular housing area (i.e. Marina Village only) may encounter a long wait period depending on available inventory.
- d. Novato Housing. Typically, due to limited availability, enlisted assignments to Novato housing will be restricted to those members assigned in the area (i.e. Pacific Strike Team, Station Golden Gate, Petaluma, etc.) or senior enlisted members E-7 and above. Exceptions will be considered on a case-by-case basis.

16. **Movement of Household Goods**

- a. Permanent Change of Station (PCS). All members are expected to use their PCS move accounting data to fund their move into MFH. If housing is not available at the time of PCS arrival a second government move will normally not be provided to move from the economy to MFH except as outlined below.
- b. Within the San Francisco Bay Area. The following criteria will be used for movement of household goods within the San Francisco Bay Area at government expense as authorized by ISC Alameda when PCS orders do not cover entitlement:
 - (1) When moving from privately owned housing into government quarters under certain situations, *subject to availability of funds*. Each situation will be reviewed on a case-by-case basis. If a government move is provided in this case, any subsequent move that is at the convenience of the service member will be at the expense of the service member.

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16. *Movement of Household Goods (cont'd)*
- (2) When directed, in the interest of the government, to move from one public quarters unit to another.
 - (3) Upon termination of assignment of government quarters, when determined to be in the interest of the government.
 - c. Personal Convenience. If a member vacates quarters for personal convenience, reapplies and is offered quarters when he/she reaches the top of the respective waiting list, relocation back to MFH will be at the expense of the service member.

17. Storage of Household Goods

Household goods that cannot be accommodated in quarters, but fall within authorized weight allowances may be stored at government expense. All requests for non-temporary storage must be submitted in writing to the appropriate personal property office. The Housing Office does not process personal property requests.

18. Extension of Occupancy in MFH

- a. Extensions. Upon request, extensions of occupancy may be granted to a service member for a period normally not to exceed 30 days after his/her detachment from the installation. In addition, requests for extensions beyond 30 days may be granted under certain circumstances as provided by reference (a). This includes extensions involving PCS orders to Duty Under Instruction away from the San Francisco Bay Area. Extensions will not be automatic and must be submitted in writing with a command endorsement. Requests for extensions must be submitted to the Local Housing Officer. A copy of transfer orders will be required where applicable.
 - b. Inspection. A housekeeping inspection must be successfully completed before approval of extension.
 - c. Retirements and Separations. Due to the possible critical shortage of MFH, personnel separating from military service routinely or under special separation incentives/benefits will not be permitted to remain in quarters for extended periods. Requests for short extensions after separation due to hardship will be considered on a case-by-case basis. If a shortage of available housing exists, personnel may be authorized an extension of usually not more than 30 days from separation date. For all cases where an extension has been approved, rental in an amount equivalent to BAH will be charged. Requests for an extension must be submitted and approved prior to date of separation. Extension requests should be submitted as described above.
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19. Exceptions

Exceptional cases not covered in this instruction will be given individual consideration. As the Area Housing Authority, CO ISC Alameda may make or approve changes to these rules at any time to meet the Commandant's occupancy requirement, as well as balance the operational needs, Work Life concerns and general welfare of our people. Submit requests to:

Commanding Officer
 Integrated Support Command Alameda
 Attn: Local Housing Authority/Housing Division Chief
 Coast Guard Island, Bldg 21
 Alameda, CA 94501

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- 1. Housing Objective** The primary objective for Coast Guard owned Unaccompanied Personnel Housing (UPH) and Unaccompanied Senior Quarters (USQ) in the San Francisco Bay Area is to maintain a 95% or higher occupancy rate in accordance with reference (a). While this instruction explains the local assignment procedures that will generally be followed, the Commanding Officer of ISC Alameda (or the Area Housing Authority) can make exceptions at any time in order to meet the occupancy goal or in special circumstances.
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- 2. Adequate Public Quarters** The Secretary of Homeland Security has designated all UPH and USQ under the management control of ISC Alameda as adequate public quarters. Basic Allowance for Housing (BAH) is forfeited by personnel assigned to this housing in accordance with reference (d).
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- 3. Eligibility** Personnel must meet the following criteria to be eligible for UPH or USQ quarters in addition to the information provided below:
- ☐ Active Duty Coast Guard E-1 and above, or;
 - ☐ Coast Guard Reservist on active duty for more than 1 year E-1 and above, and,
 - ☐ Applicants must be permanently assigned to a command located within a one-hour commute of the Alameda or Novato housing areas and,
 - ☐ Applicants must have at least 6 months remaining on their current tour or must have Permanent Change of Station (PCS) orders to a local command before an application can be submitted.

Pay Grades E-5 and Below	<u>UPH assignment is mandatory.</u> Members are assigned their own bedroom in a two-bedroom family type unit. Requests for waivers to live in the civilian community must be submitted to, and approved by, the Alameda Local Housing Officer prior to obtaining housing in the civilian community. Any member not receiving prior approval will not be granted BAH.
Pay Grade E-6	UPH assignment is <u>not</u> mandatory but may be available based on current occupancy. A release from mandatory assignment is not required for E-6 personnel prior to obtaining housing in the civilian community.
Pay Grades E-7 and Above	Government-owned USQ are available at the Concord and Novato housing sites for single members E-7 and above with no dependents. Unit availability is based on current occupancy. Each member is assigned a two-bedroom family type unit. A release from mandatory assignment is not required for single members E-7 and above prior to obtaining housing in the civilian community.

4. Applications for UPH or USQ Quarters

- a. When to Submit an Application. Applications may be submitted at any time following receipt of Permanent Change of Station (PCS) orders to the San Francisco Bay Area, or notification of change of homeport or temporary duty in excess of 6 months. A copy of orders showing detachment date must accompany applications.
- b. Application for Housing. Application for UPH/USQ shall be made on an "Application For Assignment to Military Housing" form CG-5267. Afloat personnel E-5 and below must have their applications forwarded by, or initialed by their unit Housing Representative. All applications for quarters controlled by ISC Alameda should be submitted to the Alameda Housing Office. Utilize the steps below when submitting an application for quarters controlled by ISC Alameda.

Step	Action
1	<p>Complete form CG-5267, <i>Application for Assignment to Military Housing</i>. The form is available on CG standard workstations or on the Internet at:</p> <p>www.uscg.mil/mlcpac/iscalameda/pers/housing</p> <p>Contact the ISC Alameda Housing Office at (510) 769-0831 if you are not able to locate a CG-5267. A housing office representative will mail or fax a form to you.</p> <p>FOR USQ ONLY: Write the following statement at the bottom of your CG-5267:</p> <p><i>"Desire housing at _____" (choose either Alameda or Novato)</i></p>
2.	<p>Either fax or mail the CG-5267 to the ISC Alameda Housing office.</p> <p>FAX: 510-769-0831</p> <p>Mail to: ISC Alameda Housing Office 99 Mosley Ave Alameda, CA 94501</p> <p>Confirmation: The Housing Office will call to confirm receipt of your application within 3 working days if faxed and 10 working days if the application was mailed. Contact the ISC Alameda Local Housing Office at (510) 769-0831 if you do not receive a call.</p>

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- 5. Control Date**
- a. Effective Date of Application (Control Date). Unless otherwise specified below, the control date for placement on the waiting list will be the member's date of detachment from their last permanent duty station. The applicant must confirm his/her advance application within 30 calendar days of reporting to the new permanent duty station to obtain the detachment date as the control date. If application for housing is not made or confirmed within 30 calendar days of reporting to the San Francisco Bay Area command, the control date will be the date the application is received or personally submitted. A member without a previous permanent duty station will have a control date as of the report date to the new duty station provided the member applies for housing within 30 days of reporting.
 - b. Members With Equal Rank and Same Control Date. In case of members of equal rank with the same control date, the member with the greatest length of service will precede the other on the waiting list.
 - c. Special Control Dates.
 - (1) Home Port Change. Personnel attached to commands afloat that have received official notification of change of homeport to the San Francisco Bay Area may apply for quarters. The control date for placement on the waiting list will generally be: the date the home port change certificate was prepared (or message released) providing application is made within 30 calendar days of reporting to the installation.
 - (2) Personnel graduating from boot camp, or without a previous duty station, will receive their report date as the control date provided application is made within 30 days of arrival at the new duty station or within 30 days of report date.
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- 6. Operation of Waiting List**
- A housing assignment list is maintained for each housing area's UPH and USQ.
- a. Freeze Zone. The relative position of the top ten percent of personnel on each waiting list will be stabilized and not altered by placing new arrivals within the top ten percent regardless of rank/rate or duty assignment. Where anticipated assignment to UPH/USQ for personnel on the waiting list is scheduled to occur within 60 days, the freeze zone may be extended beyond the top 10 percent to include such personnel.
 - b. Placement on Waiting List. An applicant may place his/her name on the waiting list for one housing site only (Alameda or Novato). Applicants will be given 30 days to change the area selected. After the 30 day period, an applicant who changes his/her area selection will be given a new application control date, effective the date of change. Note: The Local Housing Authority is required to assign all incoming members, including all E-3 and below afloat, to UPH as soon as possible after they arrive, or as soon as quarters become available. The Housing Authority will ensure this policy is adhered to.

6. *Operation of Waiting List (cont'd)*

- c. UPH Assignment Priority. The priorities below attempt to allow as many members as possible to live in community based housing with their BAH while making maximum use of available UPH facilities. Assignments will be based on availability and made to Alameda Concord or Novato, based on the member's command. At any time, if an insufficient number of housing units exist at Alameda UPH, or at the Barracks on Coast Guard Island, to handle the requirement, UPH units will be created at the Concord housing site. If Concord is utilized for UPH at any time, the members affected will retain their original control date and will be moved by the Housing Office from the Alameda wait list to the Concord wait list. Prior to this action being taken, the member's Command will be notified before assignment. Note: If Concord must be used for UPH occupancy, assignments will be made based on seniority (E-5, E-4, etc.) and will be made first to ashore personnel, followed by afloat. The Housing Office will, when possible, give Afloat personnel priority to Alameda UPH for ship readiness purposes.

Priority 1	Unaccompanied members assigned ashore as follows: (1) E-3 and below (2) E-4 (3) E-5
Priority 2	Unaccompanied members assigned afloat as follows: (1) E-3 and below (2) E-4 (3) E-5

- e. Member Application Validation. Housing applicants will be required to renew their application six months after the control date of application and every six months thereafter until housed. Renewal may be done in person, by telephone, or by written communication from the service member. Failure to renew the application will result in cancellation. The applicant will be permitted one reinstatement without penalty after cancellation, provided the applicant contacts the Housing Office to request it within one year of cancellation date. Requests to be reinstated to a different waiting list than the one they were cancelled from will result in a new application control date.
- f. Removal From List. Applicants may voluntarily request to remove their name from the waiting list; however, should they wish to reapply their control date will be the date of new application.
- g. Changes. Service members are required to update their application whenever there is a change in duty station, rank, projected rotation date, home address or telephone number. In this situation, the top ten percent of the waiting list ("freeze zone") will remain stabilized. Applicants who would, by virtue of application date, normally fall within the ten percent will be placed directly below the top ten percent. In all cases, members must have twelve months duty time remaining at their current installation before an assignment to quarters is made. Failure to do this could result in delay of assignment to quarters.

7. Authorization to Receive BAH

- a. Afloat Commands. All Coast Guard Cutters (WHEC-378) home-ported in Alameda must maintain a minimum of 33 occupied rooms with their personnel before waivers will be granted to allow members to receive BAH (in addition to the 98% occupancy).
- b. Ashore Personnel: Ashore personnel will not be granted a waiver unless total occupancy in UPH is at 98% or higher.
- c. Priorities for Release:

Priority 1	E-5 Afloat
Priority 2	E-5 Ashore
Priority 3	E-4 Afloat
Priority 4	E-4 Ashore
Priority 5	E-3 Ashore

- d. Submitting Request To Receive BAH. Requests for BAH may only be submitted by E-5 and E-4 personnel. Due to the stringent occupancy requirements it is not anticipated BAH requests will be approved for non-rate ashore personnel. Non-rate afloat personnel are not authorized BAH. Submit request through chain of command to the Local Housing Officer utilizing form ISCAHSG-022 "Written Release From Mandatory Assignment To Unaccompanied Personnel Housing". Form is available at the Local Housing Office. All members are required to be assigned a UPH room prior to submitting a BAH request. Waivers will not be accepted for anyone not assigned to UPH.
- e. LHO Approval. Request is forwarded by the Command to the Alameda Local Housing Office for the Local Housing Officer's approval. Only the Alameda Local Housing Officer can approve and sign a waiver request. Approved waivers will be forwarded to the member via their Command. ***BAH is not authorized for unaccompanied members in pay grades E5 and below without Alameda LHO authorization.***
- f. BAH Wait List. Personnel who have submitted a waiver that has not been granted will be put on a wait list, prioritized as detailed above and with a "control date" of the date the waiver request was received, regardless of command. Requests received on the same day will be added to the wait list by seniority (based on date of rank of the member and then by service date). A copy of the waiting list will be posted at both the Alameda and Novato housing offices. Both a male and female list will be maintained (see g. below).
- g. BAH For Female Members. Since any granting of BAH will only be done if there are members on the UPH wait list to replace the members leaving, and male and female rooms cannot be mixed in one unit, two separate BAH wait lists (male and female) must be maintained. This may result in females being granted BAH earlier than males since the total number of females is so small in comparison. In addition, there are far fewer female UPH units than males, which often can result in the granting of BAH to a female to open up a UPH room for a new incoming female.
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7. *Authorization to Receive BAH (cont'd)* h. UPH Residents Who Violate Housing Policies or Lose Their Housing Privilege. Any member on the BAH wait list that loses their housing privilege for any reason, will also be removed from the BAH wait list and will not be granted BAH. In addition, repeated violations of housing policies by members (i.e. repeated notices regarding cleanliness of their housing unit, repeated speeding violations, etc.), while not serious enough to initially lose their housing privilege, may result in the member having their BAH request "control date" changed to the date of their latest infraction, effectively moving them back to the bottom of the wait list. Repeated violations of housing policies will not be tolerated and sufficient penalties will be applied to ensure compliance.
- i. Entitlement to BAH.
- (1) Each resident must complete an Intent to Vacate Notice and pass their final inspection. BAH will not be started until the member has successfully vacated their UPH quarters.
- (2) The LHO will forward an e-mail to the appropriate SPO to start a member's entitlement to BAH.
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8. **Movement of Household Goods**
- a. Permanent Change of Station (PCS). All members are expected to use their PCS move accounting data to fund their move into UPH/USQ. If housing is not available at the time of PCS arrival a second government move will not be provided to move from the economy to UPH/USQ except as outlined below.
- b. Within the San Francisco Bay Area. Movement of household goods within the San Francisco Bay Area at government expense may be authorized by ISC Alameda when PCS orders do not cover entitlement in the following situations:
- (1) When directed, in the interest of the government, to move from one public quarters unit to another.
- (2) Upon termination of assignment of government quarters, when determined to be in the interest of the government.
- c. Personnel Convenience. If a member vacates quarters for personal convenience, reapplies and is offered quarters when he/she reaches the top of the respective waiting list, relocation back to UPH/USQ will be at the expense of the service member.
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9. **Storage of Household Goods**
- Household goods that cannot be accommodated in quarters, but fall within authorized weight allowances may be stored at government expense. All requests for non-temporary storage must be submitted in writing to the appropriate personal property office. The Housing Office does not process personal property requests.
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10. Exceptions

Exceptional cases for assignment to UPH/USQ *not covered* in this instruction will be given individual consideration. Special requests shall be submitted via the service member's Commanding Officer and should be addressed to the ISC Alameda LHA. Requests for policy exceptions based on medical conditions must include supporting documentation from the attending physician. Requests based on financial difficulties must include a financial statement. In most cases, both may be required. Submit request to the following address:

Commanding Officer
Integrated Support Command Alameda
Attn: Local Housing Authority/Housing Division Chief
Coast Guard Island, Bldg 21
Alameda, CA 94501